Reset Form

POSITION FUNDING APPROVAL REQUEST

Organization: _____ **Org. Code:** _____

☐ **REQUEST TO HIRE:** Student ☐ Temporary ☐ Full Time Permanent ☐

Billet Number: _____

Position Title: _____

Pay Plan/Series: _____ Initial Grade(s): _____ Target Grade: _____

Career Progression ("X" if applicable): Two-grade progression: ☐ One-grade progression: ☐

Funding Source: _____ Salary and estimated benefits: _____

Future Fiscal Year Funding Available ☐ Yes ☐ No

Offering Incentives:

Relocation: ☐ Yes ☐ No Amount Offering: _____

Recruitment: ☐ Yes ☐ No Amount Offering: _____

Justification:

☐ Backfilling position in current location.
Continuation of current work; Position Description Number _____

☐ Creating new position in current location due to: (Change in Table of Organization needed)

☐ VERA/VSIP ☐ New Work

☐ Using billet number to create a new position in different location. (Change in Table of Organization needed)

☐ VERA/VSIP ☐ Organizational Change

☐ Creating new position based on settlement agreement.

☐ Other (Explain)

_____ Title: _____ Date: _____
Signature (Hiring Official)

	Approved	Disapproved	Date
_____ Line Office Chief Financial Officer	☐	☐	_____
_____ Line Office Deputy Assistant Administrator	☐	☐	_____